



JAMES C. DUFF
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

JILL C. SAYENGA
Deputy Director

WASHINGTON, D.C. 20544

GLEN K. PALMAN
Chief
Bankruptcy Court
Administration Division

Office of Court Administration

January 29, 2008

MEMORANDUM

To: Clerks, United States Bankruptcy Courts

From: Glen K. Palman *Glen K. Palman*

RE: APPLICATION FOR THIRD-PARTY NOTICE PROVIDERS

On January 15, 2008, I issued a memorandum regarding approval of third-party notice providers, pursuant to Fed. R. Bankr. P. 9001(9) and 2002(g)(4). Applicants may now access the application form referenced in my January 15 memorandum at http://www.uscourts.gov/bankruptcycourts/NP-Approval_Application.pdf. You are invited to place a link to the notice provider application on your court's external website. As set forth in the posted application, prospective third-party notice providers are required to submit the completed application directly to the Bankruptcy Court Administration Division for review.

As a further clarification to the memorandum, the application need only be completed by third-party entities (*e.g.*, claims/notice agents) that enter into separate arrangements with creditors for delivery services comparable to those provided through the Bankruptcy Noticing Center program's National Creditor Registration Service (NCRS). The NCRS provides options for notice recipients to specify a preferred U.S. mail, e-mail address, or fax number to which bankruptcy notices should be sent. Under Rule 2002(g)(4), the creditor and third-party notice provider can agree upon any method of delivery.

The list of approved third-party notice providers will be available on J-Net and www.uscourts.gov.